

FDA OR STATE INVESTIGATORS AND INSPECTORS

During your inspection or investigation, you are requested to follow all of PennField's rules and regulations including:

- 1) PennField's hours of operation are Monday through Friday, 8:00 am to 4:30 pm, with a 1 hour lunch break beginning at 12:00 pm ending 1:00 pm.
- 2) The wearing of appropriate safety equipment such as dust masks, hard hats, etc. as required by PennField.
- 3) During your inspection of our plant, all questions must be directed through your PennField guide(s) and not directly to line employees.
- 4) Affidavits or any other documents prepared by FDA employees will not be acknowledged, approved, or signed by PennField employees.
- * 5) PennField's mission is one of total compliance. Management will be fair and honest with you. We ask that your inspection be fair and honest also, however challenging and corrective in areas of oversight by PennField.
- 6) PennField does not allow any defacing of original documents such as initials and dates.
- 7) PennField's company policy does not allow the use of cameras or any type of recording device in their facilities.

Any deviation from this policy must be approved by the President of the company.



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RCRA Records Center

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